

# AmSafe Bridport

## Environmental Manual

**Document Ref: EM 1**

**Issue No. : 10**

**No. of Pages 23**

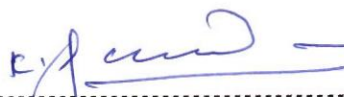
**Date : 19-10-2023**




**AmSafe Bridport,  
Export Processing Zone,  
Wathupitiwala,  
Nittambuwa,  
Sri Lanka, 11880.**

**[www.amsafebridport.com](http://www.amsafebridport.com)**

**Revised by :**

  
-----  
Keerthi Chandrasekera  
EMR/ Senior Manager – Quality, Technical &  
Programmes

**Reviewed by:**

  
-----  
Chandani Ekanayake  
General Manager

**Approved by:**

  
-----  
Chandani Ekanayake  
General Manager

**Revision History**

Issue No.	Date	Description	Sections affected	Prepared/ Revised	Reviewed	Approved
6	10-07-2017	<ul style="list-style-type: none"><li>Manual was fully reviewed and up issued incorporating ISO14001:2015 requirements</li></ul>	All	Keerthi Chandrasekera	Chandani Ekanayake	Chandani Ekanayake
7	25-09-2018	<ul style="list-style-type: none"><li>Organization structure &amp; structure of the EMS workgroup were updated.</li></ul>	5.3.3 5.3.4 Appendix-3 Appendix-4	Keerthi Chandrasekera	Chandani Ekanayake	Chandani Ekanayake
8	16-11-2018	<ul style="list-style-type: none"><li>Included parachutes for the scope of the EMS.</li></ul>	4.3.1 4.3.2	Keerthi Chandrasekera	Chandani Ekanayake	Chandani Ekanayake
9	18-11-2019	<ul style="list-style-type: none"><li>Changes made to the organization structure</li><li>Leadership function added to the process interaction diagram</li></ul>	Appendix -1 Appendix-2	Keerthi Chandrasekera	Chandani Ekanayake	Chandani Ekanayake
10	19-10-2023	<ul style="list-style-type: none"><li>Designation of Quality &amp; Technical Manager has been changed to Senior Manager – Quality, Technical &amp; Programmes.</li><li>Designation of Procurement Manger has been change to Global Head of Procurement</li><li>Organization structure &amp; structure of the EMS workgroup were updated.</li></ul>	5.3.2 5.3.5 Appendix-3 Appendix-4	Keerthi Chandrasekera	Chandani Ekanayake	Chandani Ekanayake

## Table of Content

Section	Title	Page
<b>1.0</b>	<b>Introduction</b>	4
<b>2.0</b>	<b>Normative References</b>	4
<b>3.0</b>	<b>Terms and Definitions</b>	4~6
<b>4.0</b>	<b>Context of the organization</b>	7
4.1	Understanding the Organization and Its Context	7
4.2	Understanding the Needs and Expectations of Interested Parties	7
4.3	Determining the Scope of the Environmental Management System	7
4.3.1	Scope of the Environmental Management System	7
4.3.2	Detail description of the products	7~8
4.4	Environmental Management System and Its Processes	8
<b>5.0</b>	<b>Leadership</b>	8
5.1	Leadership and Commitment	8
5.2	Environmental Policy	8
5.2.1	Establishing the Environmental Policy	8
5.2.2	Communication of the Environmental Policy	8~9
5.3	Organizational Roles, Responsibilities, and Authorities	9
5.3.1	General Manager	9
5.3.2	Quality and Technical Manager	9
5.3.3	Quality Assurance Engineer	10
5.3.4	Deputy Maintenance Manager	10
5.3.5	Procurement Manager	10
5.3.6	EMS Workgroup	10~11
<b>6.0</b>	<b>Planning</b>	11
6.1	Actions to Address Risks and Opportunities	11
6.1.1	General	11
6.1.2	Environmental Aspects	11
6.1.3	Compliance Obligations	12
6.1.4	Planning Actions	12
6.2	Environmental Objectives and Planning to Achieve Them	12
6.2.1	Environmental Objectives	12
6.2.2	Planning Actions to Achieve Environmental Objectives	12
<b>7.0</b>	<b>Support</b>	13
7.1	Resources	13
7.2	Competence	13
7.3	Awareness	13
7.4	Communication	13
7.4.1	General	13
7.4.2	Internal Communication	14
7.4.3	External Communication	14
7.5	Documented Information	14
7.5.1	General	14
7.5.2	Creating and Updating of Documented Information	14
7.5.3	Control of Documented Information	14~15
<b>8.0</b>	<b>Operation</b>	15
8.1	Operational Planning and Control	15
8.2	Emergency Preparedness and Response	15~16
<b>9.0</b>	<b>Performance Evaluation</b>	16
9.1	Monitoring, Measurement, Analysis, and Evaluation	16
9.1.1	General	16
9.1.2	Evaluation of Compliance	16~17



Section	Title	Page
9.2	Internal Audit	17
9.2.1	General	17
9.2.2	Internal Audit Programmes	17
9.3	Management Review	17
9.3.1	General	17
9.3.2	Management Review Inputs	17~18
9.3.3	Management Review Outputs	18
<b>10.0</b>	<b>Improvement</b>	18
10.1	General	18
10.2	Nonconformity and Corrective Action	18~19
10.3	Continual Improvement	19
	<b>Appendix-1 : Process Interaction</b>	20
	<b>Appendix-2 : List of Environmental Procedures</b>	21
	<b>Appendix-3 : Organizational Chart</b>	22
	<b>Appendix-4 : Structure of the EMS Workgroup</b>	23



## 1.0 Introduction

AmSafe Bridport has developed and implemented an effective Environmental Management Systems (EMS) across all areas of its manufacturing facility located in Wathupitiwala Export Processing Zone, Nittambuwa, Sri Lanka.

Implementation of the EMS is intended to provide a framework to protect the environment and changing environmental conditions in balance with socio economic needs. Our systematic approach to environmental management creates options for contributing sustainable development by:

- protecting the environment by preventing or mitigating adverse environmental impacts;
- mitigating the potential adverse effect of environmental conditions on the organization;
- assisting the organization in the fulfilment of compliance obligations;
- providing competitive financial advantages through more efficient use of resources and reduction of waste etc.;
- achieving strategic business aims incorporating environmental issues into the business and addressing associated risk and opportunities;
- using life cycle perspective when design, manufacture, distribute use and final disposal of our products and services;
- improving company image and the trust of the stake holders and
- enhancing environmental performance.

Our environmental management system meets the requirements of ISO14001:2015. We adopted the 'Process Approach' into our daily operations including the PDCA Cycle. We have also considered the utilization of 'Risk-Based Thinking' philosophy when developing, implementing, and improving the effectiveness of our environmental management system. This approach will enable AmSafe Bridport to enhance the overall performance of the organization by effectively controlling the interrelationships and the interdependencies among the EMS processes.

## 2.0 Normative References

The following documents in part or whole, are normatively referenced or used in the preparation of this manual and are indispensable for its application. For dated references, only the edition cited shall apply.

- ISO14001:2015: Environmental Management Systems - Requirements with Guidance for Use
- ISO14004:2016: Environmental Management Systems – General Guidelines on Implementation

## 3.0 Terms and Definitions

For the purposes of this document, the terms and definitions given in ISO14001:2015 apply.

### 3.1 Audit

Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.

### 3.2 Competence

Ability to apply knowledge and skills to achieve intended results.

**3.3 Compliance Obligations**

Legal requirements and other requirements (admitted term)

Legal requirements that an organization has to comply with and other requirements that an organization has to or chooses to comply with.

**3.4 Conformity**

Fulfilment of a requirement.

**3.5 Continual Improvement**

Recurring activity to enhance performance

**3.6 Corrective Action**

Action to eliminate the cause of a nonconformity and to prevent recurrence.

**3.7 Documented Information**

Information required to be controlled and maintained by an organization and the medium on which it is contained.

**3.8 Effectiveness**

Extent to which planned activities are realized and planned results achieved.

**3.9 Environment**

surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelationships.

**3.10 Environmental Aspect**

Element of an organization's activities or products or services that interacts or can interact with the environment.

**3.11 Environmental Condition**

State or characteristic of the environment as determined at a certain point in time.

**3.12 Environmental Impact**

Change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.

**3.13 Environmental Management System (EMS)**

Part of the management system used to manage environmental aspects, fulfil compliance obligations, and address risks and opportunities.

**3.14 Environmental Objective**

Objective set by the organization consistent with its environmental policy.

**3.15 Environmental Performance**

Performance related to the management of environmental aspects.

**3.16 Environmental Policy**

Intention and direction of an organization related to environmental performance, as formally expressed by its top management.

**3.17 Indicator**

Measurable representation of the condition or status of operations, management or conditions.



<b>ENVIRONMENTAL MANUAL</b>	Document Ref: EM 1 ; Issue 10	
	Page 6 of 23	

### 3.18 Interested Party

Person or organization that can affect, be affected by, or perceive itself to be affected by a decision or activity.

### 3.19 Life Cycle

Consecutive and interlinked stages of a product (or service) system, from raw material acquisition or generation from natural resources to final disposal.

### 3.20 Management System

Set of interrelated or interacting elements of an organization to establish policies and objectives and processes to achieve those objectives.

### 3.21 Measurement

Process to determine a value.

### 3.22 Monitoring

Determining the status of a system, a process or an activity.

### 3.23 Nonconformity

Non-fulfilment of a requirement.

### 3.24 Objective

Result to be achieved.

### 3.25 Organization

Person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives.

### 3.26 Outsource

Make an arrangement where an external organization performs part of an organization's function or process.

### 3.27 Performance

Measurable result.

### 3.28 Prevention of Pollution

Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.

### 3.29 Process

Set of interrelated or interacting activities which transforms inputs into outputs.

### 3.30 Requirement

Need or expectation that is stated, generally implied or obligatory.

### 3.31 Risk

Effect of uncertainty.

### 3.32 Risks and Opportunities

Potential adverse effects (threats) and potential beneficial effects (opportunities).

### 3.33 Top Management

Person or group of people who directs and controls an organization at the highest level.



## 4.0 Context of the Organization

### 4.1 Understanding the Organization and Its Context

AmSafe Bridport determines the external and internal issues that may become relevant to the organization's purpose and that may affect our ability to achieve the intended result(s) of the environmental management system. These issues include environmental conditions being affected by or capable of affecting the organization. Information about these external and internal issues are monitored and reviewed periodically as a part of our functional and management reviews.

### 4.2 Understanding the Needs and Expectations of Interested Parties

To understand and manage positive, negative and changing influences from our stakeholders to the success of the organization and its environmental management system, AmSafe Bridport has determined the followings:

- interested parties relevant to the EMS;
- their needs and expectations relevant to the EMS and
- which of these needs and expectations become compliance obligations

We continually monitor and review information about these interested parties at management reviews, functional meetings etc. to assure their needs and expectations are effectively managed in the environmental management system.

### 4.3 Determining the Scope of the Environmental Management System

AmSafe Bridport has determined the boundaries and applicability of the environmental management system considering,

- the external and internal issues (refer 4.1);
- compliance obligations (refer 4.2);
- organizational units, functions and physical boundaries;
- activities, products and services offered;
- authority and ability to exercise control and influence.

We have applied all requirements of ISO14001:2015 standard to the intent and scope of the environmental management system.

#### 4.3.1 Scope of the Environmental Management System

Address	Scope	Exclusions
AmSafe Bridport, Export Processing Zone, Wathupitiwala, Nittambuwa, Sri Lanka, 11880.	Manufacture of cargo restraints for Aircrafts and other forms of transports, thermal covers, fire containment covers, smoke retention curtains, RPG protection net bodies & Parachutes.	Nil

#### 4.3.2 Detail description of the products

- Cargo restraint for aircraft and other forms of transport
- Bellyhold nets
- Cargo lifting equipment
- 9g barriers
- Smoke and fire retention curtains, bags and covers
- Textile products such as braids and ropes

- Ground support equipment
- Thermal covers
- RPG protection systems
- Parachutes

Many of the products are textile based but mechanical and electrical components are also incorporated into some products.

#### **4.4 Environmental Management System and Its Processes**

AmSafe Bridport has established, documented and implemented our environmental management system, including the processes needed and their interactions, in accordance with the requirements of ISO14001:2015 standard and is maintained and continually improved through the use of environmental policy, objectives, audit results, analysis of data, corrective and preventive actions and management reviews.

### **5.0 Leadership**

#### **5.1 Leadership and Commitment**

Top management of AmSafe Bridport commits and provides leadership necessary to implement, maintain and improve the environmental management system by,

- a) taking accountability for the effectiveness of the environmental management system;
- b) ensuring that the environmental policy and environmental objectives are established and are aligned to the context and strategic direction of the organization;
- c) integrating the environmental management system requirements into the organization's business processes;
- d) enabling the resources required for effective environmental management system;
- e) communicating the importance of effective environmental management and of conforming to the environmental management system requirements;
- f) ensuring that the environmental management system achieves its intended results;
- g) directing and supporting persons to contribute to the effectiveness of the environmental management system;
- h) creating an environment for continual improvement;
- i) supporting other relevant management roles;

#### **5.2 Environmental Policy**

##### **5.2.1 Establishing the Environmental Policy**

Top management of AmSafe Bridport has established, implemented and maintain an Environmental Policy. It appropriates to the purpose and context of the organization, including the nature, scale and environmental impacts of our activities, products and services. It provides a framework for setting environmental objectives, commitment to the protection of the environment, prevention of pollution, fulfilment of applicable compliance obligations and shows commitment to continually improve the environmental management system.

##### **5.2.2 Communication of the Environmental Policy**

Environmental policy is available and maintained as documented information (ENP-01). It has been communicated, understood, and applied within the organization.



By publishing the policy in company portal ([www.amsafebp.info](http://www.amsafebp.info)) and the company web site ([www.amsafebridport.com](http://www.amsafebridport.com)) it has been made available to the interested parties.

### 5.3 Organizational Roles, Responsibilities, and Authorities

Top management of AmSafe Bridport has assigned and communicated the responsibilities and authorities for roles required to maintain its environmental management system:

- a) ensuring that it conforms to the requirements of ISO14001:2015;
- b) reporting on its environmental performance, to top management.

#### 5.3.1 General Manager

- Allows authority to establish, plan and implement the Environmental Management Systems in the facility in line with ISO14001:2015 requirements.
- Ensures the necessary finance, manpower resources and facilities to support the environmental policy.
- Appoints and assigns the Environmental Management Representative (EMR) and the other persons responsible for management of the environmental management system.
- Ensures that the facility is appropriate for the planned environmental work.
- Assign competent personnel in the production area to plan, perform, supervise and inspect that the work being done is in line with the environmental management systems procedures.
- Responsible to make all tools and equipment needed to perform the relevant in compliance with the environmental management system regulations.
- Ensures that all staff are carrying out their work in compliance within the necessary environmental instructions and regulations.
- Communicates our environmental requirements to suppliers and other interested parties.
- Chair management reviews to ensure all relevant requirements are in order.

#### 5.3.2 Senior Manager – Quality, Technical & Programmes

General Manager has appointed **Senior Manager – Quality, Technical & Programmes** as the Environmental Management Representative (EMR) assigning responsibility and authority to:

- implement and maintain the environmental management system in compliance with ISO14001:2015 requirements;
- implement and maintain the environmental policy, manual in relevance to the required local and international standards;
- identify any resources required in order to comply with the environmental management system;
- identify environmental requirements and provide the adequate trainings to the persons concerned;
- plan and conduct the periodical environmental audits and ensure that the subsequent actions are carried out;
- communicate our environmental requirements to the interested parties;
- report to top management on the performance of the EMS for review and proposing recommendations for improvement in line with periodical operational requirements;
- organize environmental management review meetings.



### 5.3.3 Quality Assurance Executive

In addition to other responsibilities, Quality Assurance Executive has been appointed as Deputy Environmental Management Representative (DEMR). DEMR is deputized in the absence of the EMR. DEMR shall:

- implement the Environmental Management system in compliance with ISO 14001:2015;
- responsible to establish, implement and maintain a procedure for monitoring and measurements on a regular basis, the key characteristics of its operations that can have a significant environmental impact. The procedures shall include the documenting of information to monitor performance, applicable operational controls and conformity with the organization's environmental objectives and targets;
- ensure that calibrated or verified monitoring and measurement equipment is used and maintained and retain associated documented information;
- maintain the Environmental Communication Log;
- coordinate with environmental relating external parties for local and legal requirements and record details on the Environmental Communication Log;
- source and identify new regulations and maintain up-to-date relevant legal and other requirements and maintains a register of same;
- coordinate the environmental policy, manual updates and keep records.

### 5.3.4 Maintenance Engineer

Maintenance Engineer is responsible for:

- providing of technical expertise in order to implement environmental management programmes;
- ensures the maintenance of implemented solutions in compliance with the environmental requirements;
- further improving of existing environmental management systems by way of providing suitable technological options for approval of the management;
- conduction of the emergency preparedness drills, take necessary and actions and keep records;
- execution of 'Master Plan for Environmental Programmes', follow it up and maintain it as a live document.

### 5.3.1 Global Head of Procurement

Global head of Procurement is responsible for:

- identification and communication of our environmental requirements to suppliers and other interested parties;
- requesting the relevant Material Safety Data Sheets (MSDS) from suppliers, communicates them to EMS workgroup and maintain a file;

### 5.3.2 EMS Workgroup

AmSafe Bridport has established a EMS workgroup giving responsibility to maintain the Environmental Management system in accordance with the international standard requirements of ISO14001 and organizational requirements.

Environmental Management Representative (Quality and Technical Manager) chairs this workgroup. It includes all departmental managers and representatives from each department.



Departmental managers together with their representatives are responsible for implementing and maintaining the established environmental management system in their functional areas. Refer 'Appendix-4' for the structure of the EMS workgroup.

## **6.0 Planning**

### **6.1 Actions to Address Risk and Opportunities**

#### **6.1.1 General**

When planning our environmental management system, AmSafe Bridport considers the internal and external issues described in 4.1, the requirements of interested parties described in 4.2 and the scope of the environmental management system, and determine risks and opportunities associated with environmental aspects, compliance obligations and issues and requirements described in 4.1 and 4.2 that need to be addressed to:

- a) provide assurance that the environmental management system can achieve its intended results (e.g. compliance to requirements, realizing objectives and targets etc.);
- b) prevent, or reduce, undesired effects; (e.g. proactive risk management, taking preventive measures etc.)
- c) achieve continual improvement (e.g. meeting targets, reduction of waste and energy consumption etc.)

AmSafe Bridport documents above risks and opportunities and plan actions to address them establishing necessary operational controls and incorporating them into procedures, work instructions and providing training etc. Evaluation of effectiveness of the actions taken includes management reviews, legal compliance, feedbacks from interested parties etc.

AmSafe Bridport uses tools such as PESTLE (Political, Economic, Social, Technological, Legal, Environmental) SWOT (Strengths, Weaknesses, Opportunities, Threats), FMEA (Failure Modes and Effects Analysis), brainstorming etc. to identify and manage risk and opportunities.

#### **6.1.2 Environmental Aspects**

Within the defined scope of the environmental management system, AmSafe Bridport determines the environmental aspects of our activities, products and services that we can control and those that we can influence, and their associated environmental impacts, considering a life cycle perspective.

When determine those environmental aspects we consider,

- a) changes, including planned or new developments, and new or modified activities, products and services;
- b) abnormal conditions and reasonably foreseeable emergency situations;

Those aspects are assesses to using established criteria to identify the ones have significant impacts on the environment.

AmSafe Bridport maintains documented information on its,

- a) environmental aspects and associated environmental impacts;
- b) criteria used to determine its significant environmental aspects;
- c) significant environmental aspects

*Reference:*

*EP-01: Environmental Procedure – Environmental Aspects*



### 6.1.3 Compliance Obligations

AmSafe Bridport,

- a) determines at a sufficiently detail level and has access to the compliance obligations related to its environmental aspects;
- b) determine how these compliance obligations applicable to its environmental aspects and how they apply to the organization;
- c) take these compliance obligations into account when establishing, implementing, maintaining and continually improving its environmental management system.

AmSafe Bridport maintains documented information of its compliance obligations.

*Reference:*

*EP-02: Environmental Procedure – Compliance Obligations*

### 6.1.4 Planning Action

AmSafe Bridport plans actions to address its significant environmental aspects, compliance obligations, risk and opportunities.

Those actions are incorporated into the environmental management system processes or other business processes and evaluates their effectiveness setting objectives, checking legal compliance etc.

## 6.2 Environmental Objectives and Planning to Achieve Them

### 6.2.1 Environmental Objectives

AmSafe Bridport has established environmental objectives at all relevant functions and levels, taking into account the significant environmental aspects, applicable compliance obligations and considering risk and opportunities.

Our environmental objectives,

- a) are consistent with the environmental policy;
- b) are measurable (if practicable) in order to give clear direction as to what is required and the expected outcome;
- c) are monitored using suitable means such as EMS workgroup meetings, management reviews to ensure that the objectives are being met;
- d) have been communicated within the organization as documented information to ensure that teams and individuals are aware of their importance and contribution;
- e) are reviewed and updated periodically demonstrate progress and to take account of changing circumstances that could result in new, expanded, amended, cancelled objectives etc.

### 6.2.2 Planning Actions to Achieve Environmental Objectives

When planning how to achieve our environmental objectives, we determine:

- a) what will be done (e.g. Environmental programmes, training and awareness);
- b) resources required (e.g. human, infrastructure) to deliver objectives;
- c) responsibility for achieving objectives (e.g. top management, department managers);
- d) timescales for achieving objectives (e.g. within month, within the year)
- e) methods used to evaluate the results (e.g. management reviews, EMS workgroup meetings etc.)

*Reference:*

*EP-03: Environmental Procedure – Objectives, Targets and Programmes*



## **7.0 Support**

### **7.1 Resources**

AmSafe Bridport is fully committed to provide resources needed for the establishment, implementation, maintenance, and continual improvement of the environmental management system. We consider the capabilities of, and constraints on, existing internal resources and determine what needs to be obtained from external parties.

### **7.2 Competence**

AmSafe Bridport ensures that the persons performing works under its control that affect its environmental performance and its ability to fulfil its compliance obligations are competent on the basis of appropriate education, training, or experience.

Comparing individual's competency levels against the competency required, training needs are identified and necessary trainings are provided to close competency gaps, effectiveness is evaluated and appropriate documented information (training records, certificates) are retained as evidence of competence.

### **7.3 Awareness**

AmSafe Bridport has determined to the extent necessary, the persons doing work under its control are aware of:

- a) the environmental policy and their commitment to the environmental policy;
- b) significant environmental aspects and related actual or potential environmental impacts associated with their work;
- c) their contribution to the effectiveness of the environmental management system, including the benefits of enhanced environmental performance;
- d) the implications of not conforming with the environmental management system requirements, including not fulfilling the organization's compliance obligations.

Meetings, trainings and awareness sessions are used as the means for pass above awareness.

*Reference:*

*EP-04: Environmental Procedure - Training and Competence.*

### **7.4 Communication**

#### **7.4.1 General**

AmSafe Bridport determines the internal and external communications relevant to the environmental management system. This includes on what, who, to whom, when and how the communication is happened.

When establishing this communication process, we take into account the applicable compliance of obligations, and ensure that environmental information communicated is consistent with information generated within our environmental management system, and is reliable. AmSafe Bridport responds to relevant communications on its environmental management system and retains documented information as evidence.

#### **7.4.2 Internal Communication**

AmSafe Bridport internally communicates information relevant to the environmental management system among the various levels and functions, including changes to the environmental management system, as appropriate. Internal meetings, emails, notice boards, corrective actions and internal audit processes are some forms of the communications used. Organization ensures that this internal communication process enables persons doing work under its control contributes to continual improvement.

#### **7.4.3 External Communication**

AmSafe Bridport externally communicates information relevant to the environmental management system, as established by the organization's communication process and as required by its compliance obligations. Emails, meetings with interested parties, memos, applications, corrective actions for external audits and complaints from outsiders are some form of the communications used.

*Reference:*

*EP-05: Environmental Procedure - Communication.*

### **7.5 Documented Information**

#### **7.5.1 General**

AmSafe Bridport maintains a documented environmental management system which includes,

- a) documented information required by ISO14001:2015 standard;
- b) documented information determined by the organization as being necessary for the effectiveness of the environmental management system.

The extent of documented information required depends on the type of activities, processes, products, and services, need to demonstrate the fulfilment of compliance of obligations, complexity of processes and their interactions, and the competence of persons who perform work etc.

#### **7.5.2 Creating and Updating of Documented Information**

When creating and updating documented information, AmSafe Bridport ensures followings as appropriate:

- a) identification and description (*e.g., Document title, reference number etc.*);
- b) format and media (*e.g. language, software version, graphics, paper, electronic etc.*);
- c) review and approval for suitability and adequacy.

Authorized persons to approve and release different type of documented information have been defined in relevant procedures and work instructions.

#### **7.5.3 Control of Documented Information**

Documented information required by the environmental management system are controlled to ensure:

- a) they are available and suitable for use, where and when they are needed;
- b) they are adequately protected from loss of confidentiality, improper use, or loss of integrity etc.;



In addition to the internally originated ones, documented information of external origin determined by AmSafe Bridport to be necessary for the planning and operation of the environmental management system are also identified as appropriate and controlled.

*Reference:*

*EP-06: Environmental Procedure - Control of Documents.*

*EP-11: Environmental Procedure -Control of Records.*

## **8 Operation**

### **8.1 Operational Planning and Control**

AmSafe Bridport plans, implements, controls and maintains the processes needed to meet the environmental management system requirements, and to implement the actions determined in clause 6.1 and 6.2 engaging all relevant functions. For that we,

- a) establish criteria for the processes
- b) implement necessary controls (e.g. elimination, substitution, engineering controls, administrative controls etc.) for the processes in accordance with the operating criteria;

When determine the necessary controls, or the changes to existing controls, we consider risk and opportunities that needs to be addressed, and any unintended consequences that can result, and take actions to mitigate any adverse effects.

Also we ensure that our outsourced processes are controlled or influenced, and the extent of control or influence to be applied to the processes is defined within the environmental management system.

Consistent with a life cycle perspective, AmSafe Bridport:

- a) establishes controls, as appropriate, to ensure that our environmental requirements are addressed in the design and development process for the product or service, considering each life cycle stage as much as possible;
- b) determines environmental requirements for the procurement of products and services, as appropriate (E.g. REACH compliant raw materials, eco-friendly packing materials etc.);
- c) communicates relevant environmental requirements to external providers, including contractors via documented instructions, contract or supplier agreements, end user instructions;
- d) considers the need to provide information about potential significant environmental impacts associated with the transportation or delivery, use, end-of-life treatment and final disposal of its products and services.

We maintain documented information to the extent necessary to have confidence that the processes have been carried out as planned.

*Reference:*

*EP-07: Environmental Procedure – Operational Controls*

### **8.2 Emergency Preparedness and Response**

AmSafe Bridport establishes implements and maintains the processes needed to prepare for and respond to potential emergency situations identified in 6.1.1. For that we:

- a) prepare to respond by planning actions to prevent or mitigate adverse environmental impacts from emergency situations;
- b) respond to actual emergency situations;



- c) take action to prevent or mitigate the consequences of emergency situations, appropriate to the magnitude of the emergency and the potential environmental impact;
- d) periodically test the planned response actions, where practicable;
- e) periodically review and revise the processes and planned response actions, in particular after the occurrence of emergency situations or tests;
- f) provide relevant information and training related to emergency preparedness and response, as appropriate, to relevant interested parties, including persons working under its control.

AmSafe Bridport maintains documented information to the extent necessary to have confidence that the processes are carried out as planned.

*Reference:*

*EP-08: Environmental Procedure – Emergency Preparedness and Response*

## **9. Performance Evaluation**

### **9.1 Monitoring, Measurement, Analysis, and Evaluation**

#### **9.1.1 General**

AmSafe Bridport monitors, measures, analyses and evaluates its environmental performance.

For that we determine:

- a) what needs to be monitored and measured (e.g. boundary noise levels, quality of the treated waste water etc.);
- b) the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results (e.g., Data capture instructions such as procedures, statistical process control techniques, fishbone diagrams etc.);
- c) the criteria against which the organization will evaluate its environmental performance, and appropriate indicators (e.g. BOI Norms, industrial standards);
- d) when the monitoring and measuring shall be performed (e.g., daily, weekly, monthly);
- e) when the results from monitoring and measurement shall be analyzed and evaluated (e.g., at functional meetings, EMS workgroup meetings, management reviews).

Only calibrated or verified monitoring and measuring equipment are allowed to take measurements.

Environmental performance and the effectiveness of the system is evaluated and communicated to both internally and externally, as appropriate per the communication process and as required by applicable compliance obligations.

Documented information are retained as evidence of the monitoring, measurement, analysis and evaluation of results.

*Reference:*

*EP-09: Environmental Procedure – Monitoring and Measurements*

#### **9.1.2 Evaluation of Compliance**

AmSafe Bridport has established, implemented and maintain the processes needed to evaluate fulfilment of its compliance obligations. For that we:

- a) determine the frequency that compliance will be evaluated;
- b) evaluate compliance and take action if needed;

- c) maintain knowledge and understanding of its compliance status and
- d) retain documented information as evidence of the compliance evaluation results.

## **9.2 Internal Audit**

### **9.2.1 General**

AmSafe Bridport conducts internal audits at planned intervals to provide information on whether the environmental management system conforms to below requirements and are effectively implemented and maintained.

- a) organization's own requirements for its environmental management system (e.g. policies, objectives, procedures, instructions etc.);
- b) requirements of ISO14001:2015 International Standard;

### **9.2.2 Internal Audit Programme**

AmSafe Bridport has planned, established, implemented, and maintain an audit programme including the frequency, methods, responsibilities, planning requirements, and reporting, which shall take into consideration the environmental importance of the processes concerned, changes affecting the organization, and the results of previous audits.

For that we:

- a) define the audit criteria and scope for each audit through audit plan;
- b) select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;
- c) ensure that the results of the audits are reported to relevant management;
- d) take appropriate correction and corrective actions without undue delay;
- e) retain documented information as evidence of the implementation of the audit program and the audit results.

*Reference:*

*EP-12: Environmental Procedure – Internal Audits*

## **9.3 Management Review**

### **9.3.1 General**

Top management reviews the organization's environmental management system, at least once a year, to ensure its continuing suitability, adequacy and effectiveness.

### **9.3.2 Management Review Inputs**

Management review meetings are planned and carried out taking into consideration:

- a) the status of actions from previous management reviews;
- b) changes in
  - i. external and internal issues that are relevant to the environmental management system;
  - ii. needs and expectations of interested parties, including compliance obligations;
  - iii. significant environmental aspects;
  - iv. risk and opportunities.
- c) the extent to which environmental objectives have been met;



- d) information on environmental performance, including trends in:
  - i. nonconformities and corrective actions;
  - ii. monitoring and measurement results;
  - iii. fulfillment of compliance obligations;
  - iv. audit results;
- e) the adequacy of resources;
- f) relevant communications from interested parties, including complaints;
- g) opportunities for continual improvement.

### 9.3.3 Management Review Outputs

The outputs of the management review include:

- a) conclusions on the continuing suitability, adequacy and effectiveness of the environmental management system;
- b) decisions related to continual improvement opportunities (e.g. implementation of corrective actions, innovations, best practices, lesson learned etc.);
- c) decisions related to any need for changes to the environmental management system, including resources such as such as people, infrastructure, technology;
- d) actions, if needed, when environmental objectives have not been achieved (e.g. root cause analysis, identification of corrective actions);
- e) opportunities to improve integration of the environmental management system with other business processes, if needed;
- f) any implications for the strategic direction of the organization.

Management review meeting minutes are retained as evidence of the results of management reviews.

*Reference:*

*EP-13: Environmental Procedure – Management Review*

## 10. Improvement

### 10.1 General

AmSafe Bridport always seeks opportunities to improve its environmental management system, implementing actions necessary to achieve its intended outcomes. For that we consider the results from the analysis and evaluation of environmental performance, evaluation of compliance, internal audit results and management review outcomes.

These include:

- a) Improvements to our products, services and processes to meet environmental requirements as well as to address future needs and expectations;
- b) correction, prevention, or reduction of undesired effects on the environment;
- c) continual improvement to the performance and effectiveness of the environmental management system.

### 10.2 Nonconformity and Corrective Action

If any nonconformity identified, including any arising as a complaint, AmSafe Bridport promptly acts as below.

- a) based on the significance, nonconformity is documented on a corrective action report and form a team to investigate;

- b) take actions to control (contain) and correct it. Deal with the consequences;
- c) evaluates the need for action to eliminate the cause(s) of the nonconformity, by:
  - do a root cause analysis
  - determine the root cause(s) of the nonconformity
  - check similar nonconformities exist, or could potentially occur in other areas;
- d) determine and implement corrective and preventive actions appropriate to the significance of the effect of the nonconformity encountered, including the environmental impacts;
- e) review the effectiveness of any actions taken;
- f) if necessary, update risks and opportunities determined during planning;
- g) make changes to the environmental management system, if necessary;

EMR takes specific actions escalating the issue when timely and effective corrective actions are not achieved.

Documented information on nonconformities is retained as evidence of the nature of the nonconformities, any subsequent actions taken and the results of any corrective action.

*Reference:*

*EP-10: Environmental Procedure - Nonconformity and Corrective and Preventive Actions*

### **10.3 Continual Improvement**

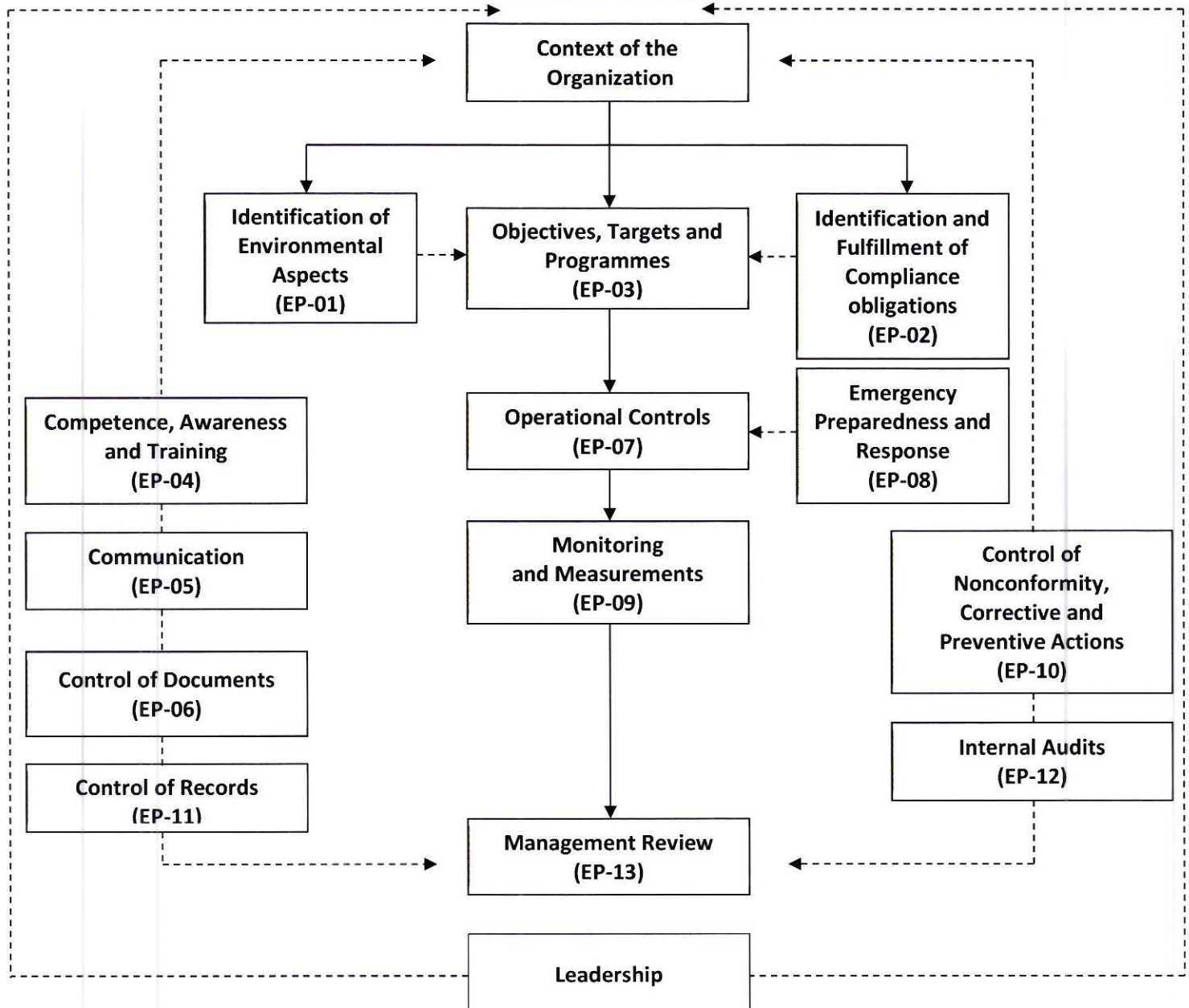
AmSafe Bridport continually improves the suitability, adequacy, and effectiveness of the environmental management system. We use results of analysis and evaluation, and the outputs from management review meetings, to determine if there are any needs or opportunities which can be addressed as part of continual improvement process.

Determination of improvement activities based on internal drivers such as achievement of environmental objectives, environmental performance etc., and external drivers such as changes to interested parties and their expectations, compliance obligations, environmental impacts etc. Implemented improvement activities are monitored and effectiveness of the results is evaluated.



## Appendix-1

### Process Interaction



**Appendix-2****List of Environmental Procedures**

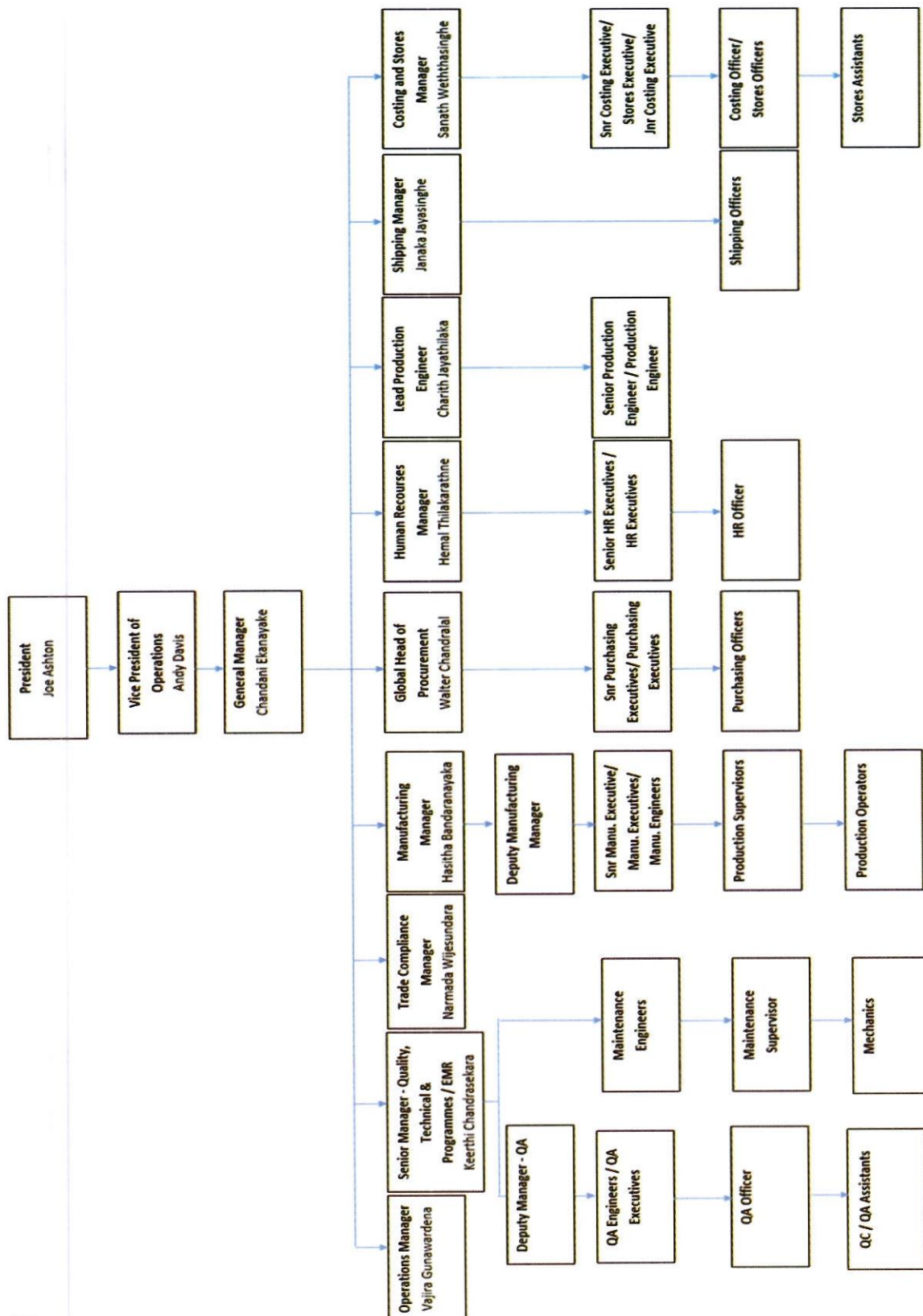
<b>Document Ref No:</b>	<b>Description</b>
EP-01	Environmental Aspects
EP-02	Compliance Obligations
EP-03	Objective, Targets and Programmes
EP-04	Training and Competence
EP-05	Communication
EP-06	Document Control
EP-07	Operational Control
EP-08	Emergency Preparedness and Response
EP-09	Monitoring and Measurements
EP-10	Nonconformity, Corrective and Preventive Actions
EP-11	Record Control
EP-12	Internal Audits
EP-13	Management Review



## Appendix- 3

## Organization Chart

## AmSafe Bridport – Sri Lanka Operations Structure (Factory)



**Appendix- 4**

**Structure of the EMS Workgroup**

